

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER 36999	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>EEO Series, GS-260 TS-49 Nov. 1980</i>					
Official Allocation	b. Title <i>Supervisory Equal Employment Specialist</i>	c. Pay Plan <i>GS</i>	d. Series <i>260</i>	e. Grade <i>15</i>	f. CLC <i>001</i>
4. Supervisor's Recommendation	SUPERVISORY EQUAL EMPLOYMENT SPECIALIST		GS	0260	15
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE <i>Cynthia Gorden</i>			
7. ORGANIZATION (Give complete organizational breakdown)		e. Employment Complaints Resolution Staff			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. OFFICE OF THE ADMINISTRATOR		g.			
c. OFFICE OF CIVIL RIGHTS		h. Employing Office Location			
d.		i. Organization Code 12040000			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <i>Rafael DeLeon, Director, OCR</i>		d. Typed Name and Title of Second-Level <i>John E. Reeder, Deputy Chief of Staff</i>			
b. Signature <i>Rafael DeLeon</i>	c. Date <i>5/25/11</i>	e. Signature <i>John Reeder</i>		f. Date <i>5/25/11</i>	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential X This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
(b) (6)	c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	
g. Bargaining Unit Code <i>8888</i>	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties <i>55%</i> of time <input type="checkbox"/> This position is subject to random drug testing ( )		i. Classifier's Signature <i>Kim Cunn</i>		j. Date <i>6/16/11</i>

EPA Form 3150-1 (Rev 8/2009) Previous Versions are Obsolete

*Coversheet updates Supervisory Signatures + Re-certifies accuracy of previously classified pd.*

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position

00036999

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Supervisory Equal Employment Specialist	GS	0260	15	015
4. SUPERVISOR'S RECOMMENDATIONS	Supervisory Equal Employment Specialist	GS	0260	15	

5. ORGANIZATIONAL TITLE OF POSITION (if any)  
Assistant Director

6. NAME OF EMPLOYEE

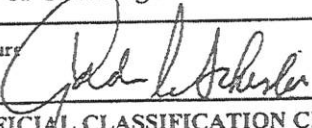
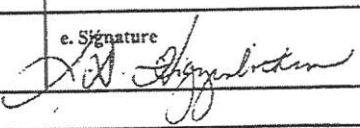
7. ORGANIZATIONAL (give complete organizational breakdown)

a. U.S. ENVIRONMENTAL PROTECTION AGENCY	e.
b. Office of the Administrator	f.
c. Office of the Civil Rights	g.
d. Employment Complaints Resolution Staff	h. EPAYS Organization Code 1204000

8. SUPERVISORY/MANAGERIAL DESIGNATION

- X [S] First or Second level supervisor. An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.
- [A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- [B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bring about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations, give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Gordon I. Schisler, Deputy Office of Civil Rights		d. Typed Name and Title of Second-Line Supervisor Karen D. Higginbotham, Director Office of Civil Rights	
b. Signature 	c. Date 4/7/04	e. Signature 	f. Date 4/7/04
10. OFFICIAL CLASSIFICATION CERTIFICATION			
a. <input type="checkbox"/> This position has no promotion potential		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
c. If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____		c. Functional Code	
d. Training Unit Code	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (less than 25% of time)	f. Signature Julia Michie Smith	g. Date 5/7/04

11. REMARKS: This position was created in accordance with the Office of Civil Rights approved reorganization dated 2003.



***SUPVISORY EQUAL EMPLOYMENT SPECIALIST***  
***(ASSISTANT DIRECTOR – Employment Complaints Resolution Staff)***  
***GS-0260-15***

**INTRODUCTION**

This position is located in the Office of Civil Rights. The incumbent serves as an Assistant Director for the Employment Complaints Resolution Staff (ECRS); which is responsible for the Agency's internal discrimination complaints process for Title VII cases. (i.e. Title VII of 1964 Civil Rights Act, as amended, ADEA, Rehabilitation Act, American Disabilities Act, and Equal Pay Act) Supervises the ECRS in managing overall program, including training regarding EEO responsibilities and obligations for managers and employees and the internal complaints including the selection and training of EEO counselors, counseling procedures, investigation of complaints, adjudication, and review of Equal Employment Opportunity Commission (EEOC) decisions; administering the counseling, intake, investigative and adjudicatory processes and maintaining a monitoring and case tracking system.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Directs the planning, development and implementation of EPA's Agency wide EEO discrimination complaints program for Title VII including: Intake and investigation of formal complaints; Alternative Dispute Resolution (ADR); negotiation of settlements; issuance of proposed dispositions; issuance of final agency decision involving acceptance, rejection, cancellation or withdrawal of complaints; coordination of Agency action with Federal agencies including the EEOC, Department of Justice (DOJ), the Merit systems Protection Board (MSPB), and the courts.
2. Directs the Agency's EEO counseling and Alternative Dispute Resolution (ADR) program. Manages selection of EEO counselors Agency wide either through staff or by coordination with EEO Officers in the Regions and Labs. Develops guidelines, policies and systems to ensure an efficient Agency wide counseling and ADR process. Defines appropriate counselor training and provides for ongoing technical assistance and training to ensure adequate counseling skills.
3. Directs efforts to assure that supervisors and employees are aware of their rights, responsibilities and obligations under the complaint processing system. Provides advice, guidance and training to Agency managers and employees on how to create maintain environments that minimize discrimination complaints. Provides advice to the Director, OCR, and senior Agency officials on these matters.
4. Manages the EEO investigator contracting process ensuring compliance with Agency and Federal regulations concerning the employment and retention of contract employees hired to conduct discrimination complaint investigations.

5. Reviews, approves or negotiates: Investigative reports; complaint settlements; proposed dispositions; and final agency decisions on acceptances, rejections, cancellations and withdrawals (except against officials and employees of the Office of Civil Rights).
6. Leads and manages the process of transmitting complaints to the Equal Employment Opportunity Commission or EPA's Office of General Counsel (OGC) for further action, and maintains case records and files in accordance with applicable requirements.
7. Serves as principal advisor to the Director, and in the absence of the Director, to the Administrator, on matters relating to internal EEO discrimination complaints and Civil Rights matters in general. Assists the Director in identifying areas of existing operating policy and or procedures that are deficient and recommends, develops, or directs the development of remedial action to eliminate deficiencies.
8. Exercises supervisory personnel management responsibilities over the Employment Complaints Resolution Staff members, making assignments and determining responsibilities and priorities, evaluating employees' performances, recommending appropriate incentives, initiating corrective actions, assuring safety practices, keeping employees informed of management and personnel policies, counseling employees regarding their benefits, salaries, and the status of requirements of Federal Civil servants.
9. Serves as principal advisor to the Director on Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. \*1681 et. Seq., and directs support for this area, including handling training and complaints processing.

### **SUPERVISORY CONTROLS**

The incumbent works under the supervision of the Director, OCR, who provides broad goals and sets resources limitations available to the employment complaints and resolution programs. Initiates and exercises continuous control over such actions as the situations require without specific instruction from the Director. Completed work is subject to review for overall compliance with policy and general suitability. Studies of long duration or work involving policy formulation in new or highly sensitive program areas are discussed with the Director prior to initiation.

#### **Factor 1. Program Scope and Effect - Level 1-4**

**775 Points**

Directs a segment of a professional, highly technical, and complex administrative program which involves the development of major aspects of key Agency communications, outreach and program implementation policy development that include major, highly technical interactions with other Federal departments and agencies, EPA programs and regional offices, states, tribes, local governments, private organizations and academia. Facilitates the Agency's accomplishment of its primary mission and programs of national significance; and receives frequent and continuing Congressional or media attention.

#### **Factor 2. Organizational Setting - Level 2-3**

**350 Points**

The position is accountable to a position that is SES level, or equivalent or higher level; or to a position which directs a substantial GS-15 or equivalent level workload; or to a position which directs work through GS-15 or equivalent subordinate supervisors, officers, contractors, or others.

**Factor 3.      Supv. Managerial Authority Exercised - Level 3-3      775 Points**

Exercises delegated managerial authority to set a series of annual, multi-year, or similar types of long-range work plans and schedules for in-service or contracted work. Assures implementation (by lower and subordinate organizational units or others) of the goals and objectives for the program segment(s) or function(s) they oversee. Determines goals and objectives that need additional emphasis; determines the best approach or solution for resolving budget shortages; and plans for long range staffing needs, including such matters as whether to contract out work. Works closely with high level program officials (or comparable Agency level staff personnel) in the development of overall goals and objectives for assigned staff function(s), program(s), or program segment(s).

**Factor 4.      Nature of Contacts - Level 4A-3      75 Points**

Contacts include those which take place in meetings and conferences and unplanned contacts for which the employee is designated as a contact point by higher management. They often require extensive preparation of briefing materials or up to date technical familiarity with complex subject matter. Frequent contacts are comparable to any of the following:

- High ranking military or civilian managers, supervisors, and technical staff and major organization levels of the Agency; with Agency headquarters administrative support staff, or with comparable personnel in other Federal agencies;
- Key staff of public external interest groups (usually in formal briefings) with significant political influences or media coverage;
- Congressional committee and subcommittee staff assistants below staff director or chief counsel level;
- Contracting officials and high level technical staff of large industrial firms;
- Local officer of regional or national trade associations, public action groups, or professional organizations; and/or state, tribal and local government managers doing business with the Agency on children's health issues.

**Factor 4.      Purpose of Contacts - 4b-3      100 Points**

The purpose of contacts is to justify, defend, or negotiate in representing the project, program segment(s), or organizational unit(s) directed, in obtaining or committing resources, and in gaining compliance with established policies, regulations or contracts. Contacts at this level usually involve active participation in conferences, meetings hearings, or presentations involving problems or issues of considerable consequences or importance to the program or program segment(s) managed.

**Factor 5.      Difficulty of Typical Work Directed - Level 5-8      1030 Points**

The highest graded non-supervisory work directed, which requires at least 25% of this position's duty time, is GS-13 or higher, or equivalent. Supervises the following positions:

- 1 - Equal Employment Specialist - GS-260-14
- 7 - Equal Employment Specialist - GS-260-13
- 1 - Program Analyst - GS-343-13

**Factor 6. Other Conditions - Level 6-6**

**1325 Points**

Supervision and oversight involves exceptional coordination and integration of a number of very important and complex program segments or programs of professional, technical, managerial, or administrative work comparable in difficulty to GS-13 or higher level. Supervision and resource management involves major decisions and actions which have a direct and substantial effect on the organizations and programs managed.

**TOTAL POINTS: 4430**